



Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964

NHRECOVERY
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September 10, 2009

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source contract with Community Action Program Belknap and Merrimack Counties, Inc., Concord, New Hampshire 03302 (Vendor Code # 177203), to provide Nutrition Services/Home Delivered meals to elderly individuals effective date of Governor and Council approval through June 30, 2010 in an amount not to exceed \$28,781.20. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered meals. Funds are available in the following account(s):

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Amount
SFY 2010	502-500891	Contracts to providers	\$28,781.20

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this contract with Community Action Program Belknap and Merrimack Counties, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Home Delivered meals that meet the needs of elderly individuals who are unable to prepare meals for themselves by providing well-balanced meals. This contract provides 5,410 Home Delivered Meals, at a rate of \$5.32 per meal, for a total of \$28,781.20, effective date of Governor and Council approval through June 30, 2010. Services are provided in accordance with The Older American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults.

The ARRA funds for the Home Delivered and Congregate Nutrition programs will be available for SFY 2010. Funding is also available for Congregate Meals Nutrition program for SFY 2011 through September 30, 2010, which coincides with the termination date of the Nutrition Services/Congregate Meals award.

The distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. See attached list of nutrition providers, type of meals, number of meals and funding by SFY that BEAS is submitting to Governor and Executive Council for approval.

To maintain transparency and accountability for the use of ARRA funds, BEAS is awarding separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

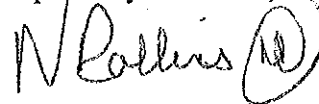
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

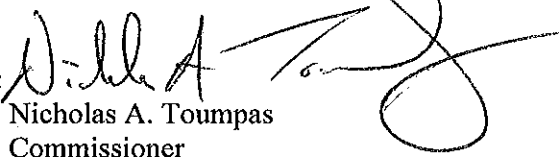
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

Community Action Program Belknap - Merrimack Counties
SERVICE CATCHMENT AREA

RE
9/1/04

The American Recovery and Reinvestment Act of 2009 (ARRA)
Nutrition Services/Home Delivered Meals and Congregate Meals
Spending Plan
SFYs 2010 and 2011



The American Recovery and Reinvestment Act of 2009


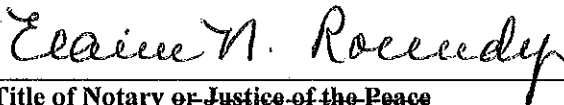
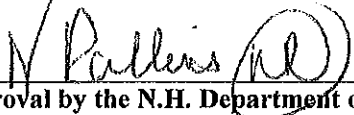
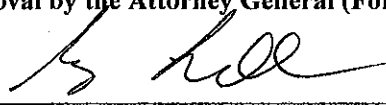
State Fiscal Year 2010				SFY 2010				State Fiscal Year 2011				SFY 10 & 11	
Rate per Meal:				Home Delivered Meals				Congregate Meals				Total Dollars	
Agency	# Meals	Dollars	\$5.32	# Meals	Dollars	\$4.90	Total Dollars	# Meals	Dollars	\$4.90	Total Dollars		
1 Cap Belknap Merrimack Counties	5,410	\$28,781.20		0	\$0.00	\$0.00	\$28,781.20	0	\$0.00	\$0.00	\$28,781.20		
2 Gibson Center for Senior Citizens	2,246	\$11,948.72		0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72		
3 Grafton County Senior Citizens Council	2,246	\$11,948.72		0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72		
4 Greater Wakefield Resource System	not a provider of HD meals			1,500	\$7,350.00		\$7,350.00	500	\$2,450.00		\$9,800.00		
5 Newport Senior Center	0	\$0.00		0	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00		
6 Ossipee Concerned Citizens	2,562	\$13,629.84		6,000	\$29,400.00		\$43,029.84	1,200	\$5,880.00		\$48,909.84		
7 Rockingham County Nutrition Program	4,408	\$23,450.56		13,000	\$63,700.00		\$87,150.56	3,000	\$14,700.00		\$101,850.56		
8 Somersworth Housing Authority	3,301	\$17,561.32		0	\$0.00	\$0.00	\$17,561.32	0	\$0.00	\$0.00	\$17,561.32		
9 St. Joseph Community Service	5,410	\$28,781.20		15,000	\$73,500.00		\$102,281.20	4,000	\$19,600.00		\$121,881.20		
10 Tri-County Community Action Program	2,246	\$11,948.72		5,000	\$24,500.00		\$36,448.72	2,363	\$11,578.70		\$48,027.42		
11 VNA @ HCS	2,246	\$11,948.72		0	\$0.00	\$0.00	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72		
Total	30,075	\$159,999.00		40,500	\$198,450.00		\$358,449.00	11,063.00	\$54,208.70		\$412,657.70		

Subject: _____

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Health and Human Services, Division of Community Based Care Services Bureau of Elderly and Adult Services		1.2 State Agency Address 129 Pleasant Street, Brown Building Concord, New Hampshire 03301-3857	
1.3 Contractor Name Community Action Program Belknap and Merrimack Counties, Inc.		1.4 Contractor Address 2 Industrial Drive Concord, New Hampshire 03302	
1.5 Contractor Phone Number (603) 225-3295	1.6 Account Number See Exhibit B for Account #	1.7 Completion Date June 30, 2010	1.8 Price Limitation \$28,781.20
1.9 Contracting Officer for State Agency Nancy L. Rollins		1.10 State Agency Telephone Number (603) 271-4394	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Ralph Littlefield, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> 9/1/09 On _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] 			
1.13.2 Name and Title of Notary or Justice of the Peace ELAINE N. ROUNDY, Notary Public My Commission Expires September 27, 2011			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Nancy L. Rollins, Associate Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: 9/22/09			
1.18 Approval by the Governor and Executive Council By: _____ On: Oct 21, 2009 Item #78			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

R.R.
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8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each

certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

**EXHIBIT A
SCOPE OF SERVICES**

Date: August 21, 2009

Contract Period: Date of Governor and Council approval through June 30, 2010

Contractor:

NAME	Community Action Program Belknap and Merrimack Counties, Inc.
ADDRESS	2 Industrial Park Drive Concord, New Hampshire 03302-1016
TELEPHONE	(603) 225-3295
EXECUTIVE DIRECTOR	Ralph Littlefield

SECTION I: NUTRITION SERVICES/ HOME DELIVERED MEALS

The Contractor agrees to provide:

SERVICE/PROGRAM DESCRIPTION

Under this contract American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds provide Nutrition Services/Home Delivered meals that meet the needs of elderly individuals who are unable to prepare meals for themselves by providing well-balanced meals. Services shall be provided in accordance with The Older American's Act (AoA) of 1965, as amended.

SERVICE/PROGRAM AND ADMINISTRATIVE REQUIREMENTS:

1. The Contractor agrees to provide the following service/program activities:

Nutrition Services/Home Delivered meals shall include the following: each meal shall provide a minimum of 1/3 of the daily Recommended Dietary Allowance (RDA); delivery person shall see each recipient upon delivery of meal; hot and cold food is packaged separately; equipment shall be kept clean; facility shall meet all State and Local standards of sanitation and health; additional services such as special diets shall be provided.

Eligibility for Home Delivered Meals shall be based on The Older American's Act of 1965 as amended.

2. The Contractor agrees to perform the following administrative requirements:

The Contractor agrees to perform the following: receive inquiries and applications; determine eligibility; notify applicants of eligibility; maintain record for each recipient; train staff and volunteers; monitor and evaluate services; maintain financial records; submit reports as requested to the Bureau of Elderly and Adult Services and as outlined in Exhibit C, American Recovery and Reinvestment Act Standard Terms.

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3. Rules and Policies:

Home Delivered Meals shall be provided according to the rules and policies of the Bureau of Elderly and Adult Services, and as they may be adopted and amended from time to time, including the Direct and Purchased Services for Adults (PR 88-1: Nutrition Item 222; Sections 3010.1 A, B; 3010.3; 3010.4 A, C; 3010.5 A, C, D, E, F, G, H, I; 3010.6 with all reference to incapacitated adults to be stricken from the language), and The Older Americans Act as amended, which are incorporated by reference into this Agreement.

4. Units of Service:

The Contractor agrees to provide the number of Home Delivered meals as detailed in Exhibit B Purchase of Services.

5. Location:

Home Delivered Meals shall be provided in the town/cities listed in the attached Catchment page, which is incorporated by reference into this Exhibit A.

6. Quality Assurance/Performance Measures:

BEAS has identified the following Benchmarks that indicate the degree of success of the Contractor's performance. The required BEAS and ARRA reports will be the means by which the outcomes of these program measures are reported to BEAS.

American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA). Home Delivered Meals Performance Measures and Benchmarks are included below and may be amended during the contract period.

Performance Measures	BEAS Benchmark
# ARRA funded Units Served	100% of contracted units are served each fiscal year
# ARRA funded clients Served	100 % of ARRA identified clients are served each fiscal year
Quality of Service	90% of client's feedback is positive.
ARRA funded clients do not get placed on a Wait List.	100% of ARRA funded clients are served within 30 days.
Each meal provides a minimum of 1/3 of daily Recommended Dietary Allowance. (RDA)	100% compliance with Older Americans Act to have a dietician/comparably skilled expert ensure requirement is met.
# ARRA funded Home Delivered Meals	Contractor submits required documentation as detailed in Exhibit C, American Recovery and Reinvestment Act Standard Terms & as instructed by BEAS.

7. Catalogue of Federal Domestic Assistance (CFDA)

This service is funded with 100% federal funds made available under the CFDA # 93.705 American Recovery and Reinvestment Act of 2009 Grant for Home-Delivered Nutrition Services.

Contractor's Initials: Date: 

SECTION II: OTHER TERMS AND CONDITIONS**1. Goals:**

The Contractor agrees that the provision of services to eligible individuals shall address one or more of following goals based on the source of funding:

One or more of the following goals is anticipated from the provision of services.

- Secure and maintain maximum independence and dignity in a home environment for older individuals capable of self-care with appropriate supportive services;
- Removal of individual and social barriers to economic and personal independence for older individuals;
- Provide a continuum of care for the vulnerable elderly.

2. Quality Assurance/Reports:

- 1) The Contractor agrees to obtain client feedback as to the quality of services provided during the contract period and report the outcome as instructed by BEAS, and to participate in any future Quality Assurance Measures adopted by the Bureau of Elderly and Adult Services.
- 2) The Contractor shall complete reports as detailed in Exhibits A and B and as further detailed in Exhibit C, American Recovery and Reinvestment Act Standard Terms for services funded with ARRA funds, and as they may be amended from time to time during the contract period. BEAS shall provide technical assistance as needed.

3. Wait List:


ARRA funded clients shall not be placed on a Wait List and shall be served within 30 days of being authorized for Home Delivered Meals.

4. Equal Access to services:

- 1) To ensure equal access to quality services, the Contractor, when feasible and appropriate, shall make reasonable efforts to provide clients of limited English proficiency (LEP) with interpretation services. Persons of LEP are defined as those who do not speak English as their primary language and whose skills in listening to, speaking, or reading English are such that they are unable to adequately understand and participate in the care or in the services provide to them without language assistance.
- 2) Additionally, the Contractor, when appropriate, shall identify communication access needs (hearing, vision, speech) and develop an individual communication plan for recipients of services provided under this contract.

5. Termination Plan/Assurance:

- 1) In the event that services are terminated for any reason by the Contractor, at least a ninety (90) day prior written notice addressed to the Bureau Administrator, Bureau of Elderly and Adult Services is required.

Contractor's Initials: Date: 9/1/09

2) The Contractor shall maintain a plan that addresses the needs of clients receiving services in the event that:

- Service(s) are terminated or planned to be terminated prior to the termination date of the contract;
- The contract is terminated or is planned to be terminated prior to the termination date of the contract by the Contractor or the State;
- In the event that services are terminated for any reason by the Contractor.
- Any substantive change of the services terms or conditions outlined in the contract or sub-contracts.

6. Consumer Grievance Process:

The Contractor shall have a grievance process for clients and for individuals who have been denied services, that shall be maintained during the contract period and any grievances filed are to be available to BEAS upon request. At a minimum the process shall include the following:

- Client name, type of service, date of written grievance, nature/subject of the grievance, who in the agency reconsiders agency decisions, what are the issues that can be addressed in the grievance process, and how consumers are informed of their right to appeal or file grievances.

7. Transition Process:

The Contractor shall have a transition process for clients in the event that they maybe transitioned between BEAS contracted providers. The process shall ensure

- Uninterrupted delivery of services for clients;
- A method of notifying clients and/or the community about the transition. A staff member shall be available to address questions about the transition.

8. Sub contracts:

- 1) With prior written approval from BEAS, the Contractor may enter into subcontracts as needed to meet the scope of services outlined in this agreement.
- 2) Prior to entering into subcontracts supported with Federal funds, the Contractor shall consult the ineligible parties list to ensure that potential subcontractors are eligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." The list is available on the Web at <http://www/epls.gov>.
- 3) Follow subcontracting provisions as identified in Exhibit C, American Recovery and Reinvestment Act Standard Terms.

9. Compliance with Laws and Regulations:

Contractor shall submit to the Bureau of Elderly and Adult Services proof of current licenses/permits etc., as described in Exhibit C Special Provisions # 15 Operations of Facilities that covers the entire contract period. Failure to submit current copies of licenses/permits, etc. may result in the Bureau of Elderly and Adult Services withholding payments until licenses are submitted. Provide BEAS with copies of any inspection deficiency reports and corrective action plans.

Contractor's Initials:

Date:

RR
9/1/09

10. Criminal Background and Adult Protective Service Registry Checks:

- 1) Contractor shall conduct a criminal background check if a potential applicant for employment or volunteer, funded under this contract, may have client contact in the client's place of residence. Contractors who are licensed home health care providers including those that only provide homemaker services, shall meet the requirements of RSA 151:2-d Criminal Record Check Required.
 - 2) Contractors which are licensed, certified or funded by the DHHS shall meet the requirements of RSA 161-F: 49 Registry, VII, which requires the submission of the name of a prospective employee, consultant, contractor or volunteer who may have contact with individuals, for review against the State Adult Protective Service Registry, effective July 1, 2007. An employer may, with the consent of a current employee, consultant, contractor, or volunteer, submit his or her name for review against the registry.
11. Services shall be provided in accordance with administrative rules and applicable policies and procedures adopted by the Department of Health and Human Services and in effect at any time during the contract period, and as they may be adopted and amended from time to time.
12. Invoices and financial reports shall be submitted monthly to BEAS as described in Exhibit B Purchase of Services, Exhibit C Special Provisions, Exhibit C American Recovery and Reinvestment Act Standard Terms, and as instructed by BEAS.
13. Assure appropriate accounting practices, procedures and laws are adhered to and participate in reporting requirements as outlined in the Standard State Contract (P-37) and Exhibits A Scope of Services, B Purchase of Services, C Special Provisions and C American Recovery and Reinvestment Act Standard Terms.
14. Audit Requirement:
- 1) The Contractor shall provide the State with a copy of their most current independent audits to include the entire contract period. On or before March 30, 2010, and each subsequent year from this date that includes funds received under this Agreement, the Contractor shall deliver to the State, at the address set forth in Section 1.2 of these General Provisions, an independent audit performed by a Certified Public Accountant, of the Contractor.
 - 2) The following requirement shall apply if the Contractor is a State or Local Government or an Institution of Higher Education or Other Non-Profit Organization: If the federal funds expended under this or any other Agreement from any and all sources exceeds \$500,000 in the aggregate in a one year fiscal period the required audit shall be performed in accordance with the provisions of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations for fiscal years ending on or after December 31, 2003.
 - 3) This audit shall include a schedule of revenues and expenditures by contract funding source of all expenditures during the Contractor's fiscal year.

15. Board of Directors:

Contractor shall submit to the Bureau of Elderly and Adult Services a list of current Board of Directors, with names, addresses and titles that covers the entire contract period.

Contractor's Initials: RF
Date: 9/1/09

16. Funding Level:

The dollar amount of this contract, identified in the General Provision (P-37), Price Limitation, and further detailed in Exhibits A and B, of this contract, is based upon the request to Accept and Expend ARRA Funds pending approval by the Fiscal Committee and Governor and Executive Council.

17. Contract Amendments:

The Bureau of Elderly and Adult Services may adjust (increase/decrease) the contract amount during the contract period based on program performance, fiscal expenditure, and contract requirements. If the action taken requires a contract amendment, it shall be submitted to Governor and Executive Council for approval.

18. The Contractor agrees to the terms and conditions of the American Recovery and Reinvestment Act of 2009 Grant for Home-Delivered Nutrition Services Notice of Grant Award, which is incorporated by reference into this Agreement.**19. Entire Agreement:**

The following documents are incorporated by reference into this Agreement and they constitute the entire Agreement between the State and the Contractor: General Provisions (P-37), Exhibit A Scope of Services, Exhibit B Purchase of Services, Exhibit C Special Provisions, Exhibit C, American Recovery and Reinvestment Act Standard Terms, Exhibit C-1 Additional Special Provisions, Exhibit D Certification Regarding Drug-Free Workplace, Exhibit E Certification Regarding Lobbying, Exhibit F Certification Regarding Debarment, Suspension and Other Responsibility Matters, Exhibit G Certification Regarding the American's With Disabilities Act Compliance, Exhibit H Certification Regarding Environmental Tobacco Smoke, American Recovery and Reinvestment Act of 2009 Grant for Home Delivered Nutrition Services Notice of Award, the Contractor's mission statement, audited financial statement, list of key personnel and salaries, key resumes, list of Board of Directors, Catchment area, Certificate of Vote, Certificate of Good Standing, Certificate of Proof of Insurance, and Comprehensive General Liability Insurance Acknowledgement Form.

20. Debarment, Suspension and Other Responsibility Matters:

If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with the provisions of Section 319 of the Public Law 101-121, Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions; with the provisions of Executive Order 12549 and 45 CFR Subpart A, B, C, D, and E Section 76 regarding Debarment, Suspension and Other Responsibility Matters, and shall complete and submit to the State the appropriate certificates of compliance upon approval of the Agreement by the Governor and Council.

Contractor's Initials: RTDate: 9/11/09

**EXHIBIT B
PURCHASE OF SERVICES**

Contractor Name: Community Action Program Belknap and Merrimack Counties, Inc.

Contract Period: Date of Governor and Council approval through June 30, 2010

1. Subject to the Contractor's compliance with the terms and conditions of the Agreement, the Bureau of Elderly and Adult Services shall reimburse the Contractor for units of service provided to eligible individuals, by the Contractor, at the following rate(s):

STATE FISCAL YEAR 2010
Governor and Council approval through June 30, 2010

Service	<u>SFY 2010</u> <u>Rate Per Unit</u>	<u>SFY 2010</u> <u>Units</u>	<u>SFY 2010</u> <u>Cost</u>
ARRA			
Home Delivered Nutrition Services	\$ 5.32 per meal	5,410	\$ 28,781.20
Totals			\$ 28,781.20

2. It is understood that in no event shall the total payments made by the Bureau of Elderly and Adult Services under this Agreement exceed the sum of \$28,781.20.
3. The Contractor will submit invoices on a monthly basis in accordance with procedures and instructions established by the Bureau of Elderly and Adult Services and provided to the Contractor. The Bureau of Elderly and Adult Services shall pay the Contractor the actual amount of the invoice which has been approved by the Bureau of Elderly and Adult Services. The amount of any payment approved by the Bureau of Elderly and Adult Services shall be determined at the sole discretion of the Bureau of Elderly and Adult Services.
4. The Bureau of Elderly and Adult Services will reimburse from one funding source only, i.e. American Recovery and Reinvestment Act of 2009 Grant for a single unit of service. Contractors must not submit invoices for a single unit of service to more than one funding source.
5. Invoices shall be submitted as instructed by BEAS.
6. The Bureau of Elderly and Adult Services may make an adjustment of the payment amount and/or a suspension of the payment amount if required Bureau of Elderly and Adult Services and ARRA reports or missing invoices are not submitted in accordance with procedures and instructions established by the Bureau of Elderly and Adult Services.

DRAFT CONTRACT SERVICE NON CLIENT SPECIFIC INVOICES FOR ARRA FUNDED MEALS

The Contractor shall complete and submit a signed DRAFT CONTRACT SERVICE NON CLIENT SPECIFIC INVOICE for actual units served during the month specified on the Bureau of Elderly and Adult Services generated and preprinted invoice provided to the Contractor on a monthly basis by the NH Department of Health and Human Services, Bureau of Data Management.

A-G
9/1/09

Prior to submittal of an invoice for ARRA funded Home Delivered Meals, the Contractor will complete Draft Form # 3502 (Draft Contract Service Authorization Form), in accordance with procedures and instructions established by the Bureau of Elderly and Adult Services for each client for whom reimbursement will be claimed.

Draft Contract Service Authorization Form (#3502) shall be sent to:

NH Department of Health and Human Services
Bureau of Data Management
129 Pleasant Street, P.O. Box 2000
Concord, NH 03301

Draft Contract Service Non Client Specific Invoices shall be sent to:

Bureau of Elderly and Adult Services
Finance and Business Operations
Governor Hugh Gallen Office Park, Brown Building
129 Pleasant Street
Concord, N.H. 03301

7. Account numbers:

The following account number as referenced in the General Provisions, (P-37) Section # 1.6:

05-95-48-481010-0885-502-500891

Contractor's Initials: R E

Date: 9/1/09

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

1. Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractors costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than

such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the agency fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be

disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, _____, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

Page 4 of 4

SPECIAL PROVISIONS – DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

FINANCIAL MANAGEMENT GUIDELINES: Shall mean that section of the Contractor Manual which is entitled "Financial Management Guidelines" and which contains the regulations governing the financial activities of contractor agencies which have contracted with the State of NH to receive funds.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

CONTRACTOR MANUAL: Shall mean that document prepared by the NH Department of Administrative Services containing a compilation of all regulations promulgated pursuant to the New Hampshire Administrative Procedures Act. NH RSA Ch 541-A, for the purpose of implementing State of NH and federal regulations promulgated thereunder.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

Exhibit C
American Recovery and Reinvestment Act Standard Terms

Notwithstanding any provision of this Agreement to the contrary, the following terms and conditions shall govern and take precedence over any conflicting provision in this Agreement.

1. The Contractor/Grantee shall obtain a DUNS number (www.dnb.com), and register with the Central Contractor Registry (CCR, www.ccr.gov). The Contractor/Grantee shall require any subcontractor/subgrantee to obtain a DUNS number.

The Contractor/Grantee agrees to advertise any sub-contract/sub-grant opportunity arising from this contract/grant to be paid for with American Recovery and Reinvestment Act funds on the State of New Hampshire, Department of Administrative Services "Bidding Opportunities" web site, by completing a bid description form available at: http://www.sunspot.admin.state.nh.us/statecontracting/Documents/bid_form.doc and submitting it to the Contracting Officer or Grant Manager who will submit the form to purchweb@nh.gov. The bid description form may also be obtained in person from the Office of Economic Stimulus at the State House Annex, Room 202-A, 25 Capitol Street, Concord, New Hampshire 03301, by U.S. mail to 107 North Main Street, State House – Room 208 Concord, New Hampshire 03301. Requests can be made by phone, (603) 271-2121, or by email, NHOES@nh.gov.

2. The Contractor/Grantee, upon entering into any sub-contract/sub-grant to be paid for with American Recovery and Reinvestment Act funds received through this contract/grant for the purpose of carrying out this agreement, agrees to provide the Contracting Officer/Grant Manager and the Office of Economic Stimulus redacted PDF or paper copies of the executed sub-contracts/sub-grants. A copy may be submitted by e-mail to NHOES@nh.gov or by U.S. Mail to 107 North Main Street, State House – Room 208 Concord, New Hampshire 03301 or by delivery to the Office of Economic Stimulus, State House Annex, Room 202-A, 25 Capitol Street, Concord, New Hampshire 03301. The copies provided to the State shall have any proprietary or non-public information, the disclosure of which would constitute an invasion of privacy, redacted. All contracts/grants to individuals and those for amounts of less than \$25,000 shall be reported in the aggregate by written narrative in a manner that protects the privacy interests of any individual recipient. The written narrative shall include the purpose of the sub-contract(s)/grant(s), the aggregate amount of the sub-contract(s)/grant(s), and an estimate of the jobs created and the jobs retained by job type, if any, as a result of the sub-contract(s)/grant(s). All contracts/grants awarded using American Recovery and Reinvestment Act funds will be posted on the NH Recovery web site and may be posted on the federal Recovery.gov web site.

3. The Contractor/Grantee shall comply, and require any subcontractor/subgrantee to comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Contractor/Grantee and subcontractor/subgrantee, including, but not limited to:

Contractor's Initials

Date

R.G.
8/1/09

a. The Contractor/Grantee shall comply with, and shall require any subcontractor/subgrantee to comply with, applicable provisions of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("ARRA"), and applicable federal, rules, orders, regulations and guidelines issued pursuant thereto, as amended from time to time, including, but not limited to:

Section 1512 Reporting:

ARRA imposes transparency, oversight and accountability requirements, including, without limitation, the reporting requirements in the Jobs Accountability Act in Section 1512.

Definitions. As used in this Section 1512 reporting clause, the following terms have the meaning set forth below:

Contract: means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications, grants, and cooperative agreements.

First-tier subcontract: means a subcontract awarded directly by a prime contractor whose contract is funded by ARRA.

Jobs created: means an estimate of those new positions created and filled, or previously existing unfilled positions that are filled, as a result of funding by the American Recovery and Reinvestment Act of 2009 (Recovery Act). This definition covers contractor/grantee positions established in the United States and outlying areas (see definition in FAR 2.101). The number shall be expressed as "full-time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the contractor/grantee. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each month.

Jobs retained: means an estimate of those previously existing filled positions that are retained as a result of funding by ARRA. This definition covers contractor positions established in the United States and outlying areas (see definition in FAR 2.101). The number shall be expressed as "full-time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the contractor. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each month.

Contractor's Initials

Date

R-G
9/1/09

All jobs created (FTEs) added to all jobs retained (FTEs) should equal the total jobs (FTEs) being paid for with the ARRA contract/grant funds received pursuant to this Agreement by the contractor/grantee. Stated otherwise, all jobs (FTEs) being paid for with funds provided by this agreement minus all jobs created (FTEs) should equal all jobs retained (FTEs). A job cannot be reported as both created and retained.

Total compensation: means the cash and noncash dollar value earned by the executive during the contractor's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)):

- (1) Salary and bonus.
- (2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- (3) Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (5) Above-market earnings on deferred compensation which is not tax-qualified.
- (6) Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

The Contractor/Grantee shall provide the data needed for Section 1512 reporting monthly in the format defined by the Contracting Officer/Grant Manager. The report format may be changed over time if the federal government issues guidance or establishes requirements for a different format.

Section 1512, at a minimum, requires the following data from the Contractor/Grantee:

- (1) An evaluation of the completion status of the project or activity;
- (2) An estimate of the number of jobs created by the project or activity by job type;
- (3) An estimate of the number of jobs retained by the project or activity by job type;
- (4) Total hours of employees working on the project or activity (subtotal by jobs created and existing jobs);
- (5) Total wages for employees working on the project or activity (subtotal by jobs created and existing jobs);
- (6) For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment; and
- (7) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing

Contractor's Initials

Date

R-G
9/1/09

aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

The Contractor/Grantee agrees to provide the following data required by the Federal Funding Accountability and Transparency Act, 31 U.S.C. 6101, for both the contractor/grantee and any subcontractor(s)/subgrantee(s):

- (1) The name of the entity receiving the award (must match the name used for establishing the entity's DUNS number and Contractor Central Registry);
- (2) The amount of the award;
- (3) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance Number (where applicable), program source, and an award title descriptive of the purpose of each funding action;
- (4) The location of the entity receiving the award and the primary location of performance under the award, including the city State, congressional district, and county;
- (5) The DUNS number and Central Contractor Registry numbers of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity; and
- (6) Any other relevant information specified by the Office of Management and Budget ("OMB"). Currently no further information is being required by OMB.

This contract requires the Contractor/Grantee to provide products and/or services that are funded under the American Recovery and Reinvestment Act of 2009 (Recovery Act). Section 1512(c) of the Recovery Act requires each contractor to report on its use of Recovery Act funds under this contract. These reports will be made available to the public.

Reports from contractors for all work funded, in whole or in part, by the Recovery Act, and for which an invoice is submitted prior to the last day of each month, are due no later than the fifth day of each month.

The Contractor/Grantee shall report the following additional information, to the contracting officer or grant manager identified in this contract/grant in an Excel spreadsheet or paper report in the form provided by the State. The State agrees to provide the Contractor/Grantee with a report form that has pre-filled the data elements known to the State:

- (1) The Government contract and order number, as applicable;
- (2) The amount of Recovery Act funds invoiced by the contractor for the reporting period. A cumulative amount from all the reports submitted for this action will be maintained by the state;
- (3) A list of all significant services performed or supplies delivered, including construction, for which the contractor invoiced in this calendar month;

Contractor's Initials

Date

R. G.
9/1/09

(4) Program or project title, if any;

(5) A description of the overall purpose and expected outcomes or results of the contract, including significant deliverables and, if appropriate, associated units of measure;

(6) An assessment of the contractor's/grantee's progress towards the completion of the overall purpose and expected outcomes or results of the contract/grant (i.e., not started, less than 50 percent completed, completed 50 percent or more, or fully completed). This covers the contract/grant (or portion thereof) funded by the Recovery Act;

(7) A narrative description of the employment impact of work funded by the Recovery Act. This narrative should be cumulative for each calendar month and only address the impact on the contractor's workforce. At a minimum, the contractor shall provide;

- (i) A brief description of the types of jobs created and jobs retained in the United States and outlying areas (see definition in FAR 2.101). This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work; and
- (ii) An estimate of the number of jobs created by job type and a separate estimate of the number of jobs retained by job type, by the contractor/grantee and separately by any subcontractor(s)/subgrantee(s), in the United States and outlying areas. A job cannot be reported as both created and retained.

(8) If the Contractor/Grantee meets the criteria set forth below, the names and total compensation of each of the five most highly compensated officers of the Contractor for the calendar year in which the contract is awarded. This requirement applies only if:

- (i) In the Contractor's/Grantee's preceding fiscal year, the Contractor/Grantee received—
 - (A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
 - (B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (ii) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Contractor's Initials

Date

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9/1/04

(9) For subcontracts/subgrants valued at less than \$25,000 or any subcontracts/subgrants awarded to an individual, or subcontracts/subgrants awarded to a subcontractor/subgrantee that in the previous tax year had gross income under \$300,000, the Contractor shall only report the aggregate number of such first tier subcontracts/subgrants awarded in the month and their aggregate total dollar amount.

(10) For any first-tier subcontract/subgrant funded in whole or in part under the Recovery Act, that is over \$25,000 and not subject to reporting under paragraph 9, the contractor shall require the subcontractor/subgrantee to provide the information described in (i), (ix), (x), and (xi) below to the contractor for the purposes of the monthly report. The contractor shall advise the subcontractor that the information will be made available to the public as required by section 1512 of the Recovery Act. The contractor shall provide detailed information on these first-tier subcontracts as follows:

(i) Unique identifier (DUNS Number) for the subcontractor/subgrantee receiving the award and for the subcontractor's/subgrantee's parent company, if the subcontractor/subgrantee has a parent company;

(ii) Name of the subcontractor/subgrantee;

(iii) Amount of the subcontract/subgrant award;

(iv) Date of the subcontract/subgrant award;

(v) The applicable North American Industry Classification System (NAICS) code;

(vi) Funding agency;

(vii) A description of the products or services (including construction) being provided under the subcontract/subgrant, including the overall purpose and expected outcomes or results of the subcontract/subgrant;

(viii) Subcontract/subgrant number (the contract number assigned by the prime contractor);

(ix) Subcontractor's/subgrantee's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district if applicable;

(x) Subcontract/subgrant primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district if applicable;

Contractor's Initials

Date

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9/1/09

(xi) If the Contractor/Grantee meets the criteria set forth below, the names and total compensation of each of the subcontractor's five most highly compensated officers, for the calendar year in which the subcontract is awarded. This requirement applies only if;

(A) In the subcontractor's/subgrantee's preceding fiscal year, the subcontractor/subgrantee received:

(1) 80 percent or more of its annual gross revenues in Federal contracts (and subcontracts), loans, grants (and subgrants), and cooperative agreements; and

(2) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), and cooperative agreements; and

(B) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;

(11) The contractor/grantee shall require the subcontractor/sub-grantee to register with the federal government Central Contractor Registration (CCR) database at www.ccr.gov.

Inspection:

The Contractor/Grantee agrees that the Comptroller General of the United States, an appropriate Inspector General appointed under section 3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), or an authorized representative of either of the foregoing officials, or of the State of New Hampshire shall have access to and the right to:

(1) Examine any of the Contractor's/Grantee's or any subcontractor's/subgrantee's records that pertain to and involve transactions relating to this contract/grant or a subcontract/subgrant hereunder; and

(2) Interview any officer or employee regarding such transactions. The Contractor/Grantee shall insert a clause containing all the terms of this section, including this paragraph, in all subcontracts under this contract. The clause may be altered only as necessary to identify properly the contracting parties and the Contracting Officer/Grant Manager under the Government prime contract.

Whistleblower Protection Notice:

Contractor's Initials

Date

R.P.
9/1/09

ARRA Section 1553 establishes whistleblower protections that apply to the contractor/grantee, and any sub-contractor/subgrantee pursuant to this agreement. The Contractor shall post notice of employees rights and remedies for whistleblower protections provided under section 1553 of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5). The Contractor shall include the substance of this clause including this paragraph in all subcontracts. The posted notice required by this clause shall include contact information to report fraud, waste, or abuse to the Inspector General of the federal department that is the source of the ARRA funds for this contract/grant, fraud to the New Hampshire Attorney General's Office Criminal Bureau, and waste or abuse to the Office of Economic Stimulus. A notice for this purpose is available at <http://www.nh.gov/recovery/>.

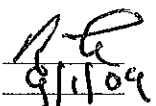
4. The Contractor/Grantee agrees to comply with the Emergency Economic Stabilization Act of 2008 requirements (as amended in Section 1608 of the Recovery Act), 12 U.S.C. 5217(b), which provide for the inclusion and utilization, to the maximum extent practicable, of minorities (as such term is defined in section 1204(c) of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 U.S.C. 1811 note)) and women, and minority- and women-owned businesses (as such terms are defined in 12 U.S.C. 1441a(r)(4) of this title), and individuals with disabilities and businesses owned by individuals with disabilities;

5. The Contractor/Grantee agrees to comply with the National Environmental Policy Act of 1969 (P.L. 91-190) requirements in Section 1609, including requirements for plans and projects to be reviewed and documented in accordance with those processes; and Executive Order 11514; notification of violating facilities pursuant to Executive Order 11738; protection of wetlands pursuant to Executive Order 11990 and State law; evaluation of flood hazards in floodplains in accordance with Executive Order 11988; assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 *et seq.*); conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 *et seq.*); protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205);

6. The Contractor/Grantee agrees to comply with all anti-discrimination and equal opportunity statutes, regulations, and Executive Orders that apply to the expenditure of funds under Federal contracts, grants, cooperative agreements, loans, and other forms of Federal assistance, and all State and federal anti-discrimination statutes including but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975 as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 616), as amended,

Contractor's Initials

Date

The block contains a handwritten signature and a date. The signature is written in dark ink and appears to be "A. E.". Below the signature, the date "9/1/09" is handwritten in the same ink.

relating to nondiscrimination on the basis of alcohol abuse or alcoholism; §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; Executive Order 11246; any other nondiscrimination provisions in ARRA, and any program-specific statutes with anti-discrimination requirements; as well as generally applicable civil rights laws including, but not limited to, the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*; the Americans With Disabilities Act, 42 U.S.C. §§ 12101 *et seq.*; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, relating to employment rights and preventing employment discrimination; the Equal Educational Opportunities Act, 20 U.S.C. § 1703, prohibiting denial of an equal educational opportunity to an individual on account of his or her race, color, sex, or national origin; the Age Discrimination in Employment Act, 29 U.S.C. § 634, prohibiting age discrimination against persons 40 years of age or older; the Uniform Relocation Act, 42 U.S.C.A. § 4601 *et seq.*, establishing uniform policies to compensate people displaced from their homes or businesses by state and local government programs; and New Hampshire Revised Statutes Annotated Chapter 354-A, prohibiting certain discrimination in employment, in places of public accommodation and in housing accommodations.

7. The Contractor/Grantee agrees to comply with 40 U.S.C. §§ 3701, *et seq.*, Contract Work Hours and Safety Standards Act; 41 U.S.C. §§ 51--58, Anti-Kickback Act of 1986; 41 U.S.C. § 265 and 10 U.S.C. § 2409 relating to whistleblower protections; the Hatch Act, 5 U.S.C. §§1501-1508 and 7324-7328, which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds; and the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§401 *et seq.*), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

8. The Contractor/Grantee agrees to comply with 31 U.S.C. § 1352, relating to limitations on the use of appropriated funds to influence certain Federal contracts and New Hampshire Revised Statute Annotated 15:5 which prohibits to use of funds appropriated or granted by the State for lobbying or electioneering.


Limitations on the use of federal Grant or Contract Funds for Lobbying:

a. The law prohibits Federal funds from being expended by the recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, or the entering into of any cooperative agreement. The extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement is also covered.

b. Federal-aid contractors, consultants, and grant recipients as well as lower tier subcontractors, subconsultants, and grant sub-recipients are also subject to the lobbying prohibition.

Contractor's Initials

Date


4/1/09

c. To assure compliance, for any contract or grant, including any sub-contract or grant exceeding \$100,000 the contractor/grantee and sub-contractor/sub-grantee must submit and update as required a "Disclosure of Lobbying Activities" form, (OMB Standard Form LLL), available at <http://www.nh.gov/recovery/library/index.htm>.

1. During the grant or contract period, contractors/grantees and sub-contractors/sub-grantees must file disclosure form (Standard Form LLL) at the end of each calendar year in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any previously filed disclosure form.

2. Lower tier certifications should be maintained by the next tier above (i.e. prime contractors/grantees will keep the subcontractors/subgrantee's certification on file, etc.)

3. Standard Form LLL will be provided during contract execution for utilization during the required contract period.

Funds appropriated under the ARRA can, under certain circumstances, be used for grants to nonprofit organizations. However, grants cannot be awarded to a nonprofit organization classified by the Internal Revenue Service as a 501(c)(4) organization unless that organization certifies that it will not engage in lobbying activities, even with their own funds (see Section 18 of the Lobbying Disclosure Act, 2 U.S.C.A § 1611).

9. The Contractor/Grantee agrees to comply with The National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), Executive Order 11593 (identification and protection of historic properties) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 *et. seq.*); and related statutes, including requirements for plans and projects to be reviewed and documented in accordance with those processes.

10. The Contractor/Grantee, and any subcontractor/subgrantee, shall immediately refer to an appropriate inspector general within the U.S. Department of *Health and Human Services*, Office of the Inspector General, and to the Public Integrity Unit of the New Hampshire Attorney General's Office (603) 271-3671, any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or subgrantee, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

The Contractor/Grantee, and any subcontractor/subgrantee agree to maintain at each worksite and location of work funded by this Agreement a poster describing how to report fraud, waste, or abuse of ARRA funds. A model poster for this purpose, which also incorporates the whistleblower notice requirements, is available at <http://www.nh.gov/recovery/>.

11 Any funding provided to the Contractor/Grantee pursuant to the Recovery Act that is supplemental to an existing grant is one-time funding.

12. The Recovery Act funds are not eligible for costs incurred prior to the date of obligation.

Contractor's Initials

Date

R. E.
9/1/09

13. The Contractor/Grantee agrees that in compliance with ARRA section 1604 none of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

14. The Contractor/Grantee agrees to establish and maintain a proper accounting system in accordance with generally accepted accounting standards.

To maximize the transparency and accountability of funds authorized under ARRA as required by Congress and in accordance with 2 CFR 215, subpart ____ . 21 "Uniform Administrative Requirements for Grants and Agreements" and OMB A-102 Common Rules provisions, the Contractor/Grantee agree to maintain records that identify adequately the source and application of Recovery Act funds.

For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental Recovery Act funds from regular sub-awards under the existing program.


Recipients agree to require their sub-recipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor sub-recipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General, the Government Accountability Office, and the State of New Hampshire.

Where applicable, Recipients will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

15. Debarment. The Contractor/Grantee by signing this Agreement certifies that the Contractor/Grantee, including all principals, is not currently under debarment or suspension

Contractor's Initials

Date


9/1/09

and has not been under debarment or suspension within the past three years, as required by 49 CFR 29.510. The Contractor/Grantee agrees to notify the Contracting Officer/Grant Manager within 30 days of being debarred or suspended from federal government contracts.

16. The Contractor/Grantee certifies by entering into this contract that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project described in this Agreement.

17. The Contractor/Grantee agrees to comply with the prohibitions on the giving of gifts to public officials established by RSA chapter 15-B.

18. The Contractor/Grantee agrees to post any job openings resulting from this contract/grant on the Department of Employment Security NHWorks Job Match System, available at <https://nhworksjobmatch.nhes.nh.gov/>.

19. The Contractor/Grantee shall cause the provisions of this Exhibit C of the General Provisions to be inserted in all subcontracts for any work or project activities covered by this Agreement so that the provisions will be binding on each subcontractor or subgrantee. The Contractor/Grantee shall take such action with respect to any subcontract as the State, or, the United States, may direct as a means of enforcing such provisions, including without limitation, sanctions for noncompliance.

Contractor's Initials

Date

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9/1/09

TERMS APPLYING ONLY TO SPECIFIC CONTRACTS/GRANTS

The following Use It or Lose It – Report It or Lose It provision should be used where the State has authority to withdraw funds if the contractor/grantee fails to perform on time or fails to file required reports. Where the State is obligated by federal or State law to provide the funds being awarded or granted, omit this provision. Contracting Officers may exercise discretion and omit the provision where the nature of the goods or services being acquired and the nature of the contractor/grantee makes the provision inappropriate or unnecessary. Questions regarding use or omission of the provision should be discussed with the Assistant Attorney General Assigned to your Department and/or the Business Supervisor from the Department of Administrative Services assigned to your Department.

Use It or Lose It and Report It or Lose It Requirement. This contract/grant is being funded by funds received by the State of New Hampshire pursuant to ARRA. Federal law provides in part that in using funds made available under ARRA for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of ARRA. Federal guidance also directs that all ARRA funds be put to work in the community promptly. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit. ARRA imposes enhanced levels of accountability and transparency.

Therefore, prompt and accountable performance of this contract/grant is OF THE ESSENCE. Thus, for all obligations of the contractor/grantee, time is of the essence. In addition to the clauses set forth in the standard form P-37, the State reserves the right to terminate this contract/grant and to award a new contract/grant to a new contractor/grantee for any unearned portion of the contract price if the contractor/grantee fails to perform according to the timeline promised, fails to comply with accountability requirements in this Agreement and ARRA, or fails to file monthly reports on time.

Contractor's Initials

Date

RR
9/1/09

The following Buy American contract term shall be included in any contract or grant where the ARRA funds being awarded by contract or grant that will or may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work. Contracting Officers and Grant Managers must determine if the project/grant is subject to any other federal "Buy American" or "Buy America" laws. The Contract Manager or Grant Manager shall substitute the federally-mandated contract term for this term where the federal agency providing ARRA funds has provided specific language regarding that federal program's "Buy America" or "Buy American" requirements. To the extent the responsible federal Secretary has waived the application of "Buy American" or "Buy America" requirements for specified iron, steel, or manufactured goods, a list of pertinent waived items should be incorporated into the contract. Consult with the Assistant Attorney General assigned to your Department and/or the Business Supervisor from the Department of Administrative Services assigned to your Department for assistance if needed.

Buy American:

The Contractor/Grantee agrees to comply with the Buy American requirements in Section 1605 of ARRA. Unless this requirement has been waived by a competent federal authority pursuant to 2 CFR 176.140, none of the funds appropriated or otherwise made available by the American Recovery and Reinvestment Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. When using funds appropriated under the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5), the definition of "domestic manufactured construction material" requires manufacture in the United States but does not include a requirement with regard to the origin of the components. Production in the United States of the iron or steel used as construction material requires that all manufacturing processes must take place in the United States, except metallurgical processes involving refinement of steel additives. These requirements do not apply to steel or iron used as components or subcomponents of other manufactured construction material. There is no requirement with regard to the origin of components or subcomponents in other manufactured construction material, as long as the manufacture of the construction material occurs in the United States.

As used in this "Buy American" term and condition:

(1) Manufactured good means a good brought to the construction site for incorporation into the building or work that has been:

(i) Processed into a specific form and shape; or

(ii) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

Contractor's Initials

Date

RR
9/1/09

(2) Public building and public work means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

(3) Steel means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.


A federal law, commonly known as the "Buy American Act," 41 U.S.C.A. § 10A-10D, exists as a separate and additional legal limitation on the use of ARRA federal funds. The Contractor/Grantee agrees to use only domestic unmanufactured construction material, as required by the Buy American Act.

The Contractor/Grantee acknowledges to and for the benefit of the State of New Hampshire that it understands the goods and services under this Agreement are being funded with monies made available by ARRA and such law contains provisions commonly known as "Buy American;" that requires all of the iron, steel, and manufactured goods used in the project be produced in the United States ("Buy American Requirements") including iron, steel, and manufactured goods provided by the Contractor pursuant to this Agreement. The Contractor/Grantee hereby represents and warrants to and for the benefit of the State that (a) the Contractor/Grantee has reviewed and understands the Buy American Requirements, (b) all of the iron, steel, and manufactured goods used in the project funded by this agreement will be and/or have been produced in the United States in a manner that complies with the Buy American Requirements, unless a waiver of the requirements has been approved by federal authorities, and (c) the Contractor/Grantee will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the Buy American Requirements, as may be requested by the State. Notwithstanding any other provision of the Agreement, any failure to comply with this paragraph by the Contractor/Grantee shall permit the State to recover as damages against the Contractor/Grantee any loss, expense or cost (including without limitation attorney's fees) incurred by the State resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part, from the State or any damages owed to the State).

The Contractor (or the Grantee with any contract issued pursuant to the grant agrees to require a certification from the Contractor) agrees to certify compliance with a certification in the following form:

Contractor's Initials

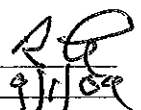
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9/1/09

1. Identification of American-made Iron, Steel, and Manufactured Goods: Consistent with the terms of the bid solicitation and the provisions of ARRA Section 1605, the Contractor certifies that the bid on which this contract is based reflects the Contractor's best, good faith effort to identify domestic sources of iron, steel, and manufactured goods for every component contained in the bid solicitation where such American-made components are available on the schedule and consistent with the deadlines prescribed in or required by the bid solicitation.
2. Verification of U.S. Production: The Contractor certifies that all components contained in the bid solicitation that are American-made have been so identified, and the Contractor agrees that it will provide reasonable, sufficient, and timely verification to the State of the U.S. production of each component so identified.

Contractor's Initials

Date

Handwritten signature and date. The signature is written over the 'Contractor's Initials' label, and the date '9/1/09' is written over the 'Date' label.

The following Prevailing Wage Provision is applicable to wages for labors and mechanics for any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from ARRA funds. Section 1606 of ARRA in effect applies the Davis-Bacon prevailing wage law and related federal laws to projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to ARRA. If there is any uncertainty regarding the applicability of this term, the Contracting Officer or Grant Manager shall consult with the Assistant Attorney General assigned to his/her department.

This law and the guidance on its implementation issued by OMB contemplate that the government agency will identify the pertinent wage determinations made by the federal department of labor and incorporate them into the contract. Determinations are county specific, and job specific. It may be necessary to obtain wage determinations if one has not been published for jobs to be created by the contract. For further information see: <http://www.gpo.gov/davisbacon/referencemat.html>

Prevailing Wage Requirements:

The Contractor/Grantee agrees to comply with the Wage Rate Requirements in Section 1606 of ARRA. In accordance with 2 C.F.R. §176.190, the standard Davis-Bacon contract clause as specified by 29 CFR §5.5(a) is set forth below:

29 CFR §5.5(a):

§ 5.5 Contract provisions and related matters.

(a) The Agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in § 5.1, the following clauses (or any modifications thereof to meet the particular needs of the agency, *Provided*, that such modifications are first approved by the Department of Labor):

(1) Minimum wages.

(i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll

Contractor's Initials

Date

R.E.
9/1/09

deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where the poster and wage determination can be easily seen by the workers.

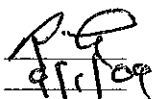
(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract, shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so

Contractor's Initials

Date



advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult Services shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other State contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

Contractor's Initials

Date

R-E
9/1/09

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult Services if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult Services. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult Services if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult

Contractor's Initials

Date

R. G.
9/1/09

Services, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code or New Hampshire Revised Statutes Annotated Chapter 641.

(iii) The Contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the State of New Hampshire or the federal Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the government agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

Contractor's Initials

Date

R.E.
9/1/09

(4) Apprentices and trainees--

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance

Contractor's Initials

Date

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9/1/09

with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the (*write in the name of the government agency*) may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference into this contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the federal Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

Contractor's Initials

Date

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9/1/09

(i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and New Hampshire RSA Chapter 641.

(b) Contract Work Hours and Safety Standards Act. For any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States and the State of New Hampshire, for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The NH Department of Health and Human Services/Division of Community Based Care Services/Bureau of Elderly and Adult Services shall upon its own action or upon written request of an authorized representative of the federal Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as

Contractor's Initials

Date

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9/1/89

provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

(c) In any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in § 5.1, the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the State of New Hampshire and the federal Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

Contractor's Initials

Date

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The following term shall be included only for contracts involving the construction, reconstruction, alternation, remodeling, installation, demolition, maintenance, or repair of any public work or building with a total project cost of \$100,000 or more. It is required by RSA 277:5-a for such projects paid for in whole or in part by State funds and is a required contract term where only state managed federal funds will pay for the project.

The Contractor/Grantee agrees to have an Occupational Safety and Health Administration (OSHA) 10-hour construction safety program for their on-site employees that complies with the requirements set forth in RSA 277:5-a.

Contractor's Initials

Date

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NH Department of Health and Human Services

STANDARD EXHIBIT C-I

ADDITIONAL SPECIAL PROVISIONS

Subparagraph 14.1.1 of the General Provisions of this contract is deleted and the following subparagraph is added:

14.1.1 comprehensive general liability against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per occurrence and excess/umbrella liability coverage in the amount of \$1,000,000 per occurrence; and

NH Department of Health and Human Services**STANDARD EXHIBIT D****CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

Commissioner
 NH Department of Health and Human Services
 129 Pleasant Street,
 Concord, NH 03301-6505

- (A) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

2 Industrial Park Drive, Concord, Merrimack County, NH 03301

Check ☐ if there are workplaces on file that are not identified here.

Community Action Program Belknap-Merrimack
Counties, Inc.

From: Date of Governor and Council approval

To: 6/30/2010

(Contractor Name)

(Period Covered by this Certification)

Ralph Littlefield, Executive Director

(Name & Title of Authorized Contractor Representative)



(Contractor Representative Signature)

09/01/09

(Date)

NH Department of Health and Human Services

STANDARD EXHIBIT E

CERTIFICATION REGARDING LOBBYING

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

US DEPARTMENT OF HEALTH AND HUMAN SERVICES - CONTRACTORS
US DEPARTMENT OF EDUCATION - CONTRACTORS
US DEPARTMENT OF AGRICULTURE - CONTRACTORS

Programs (indicate applicable program covered):

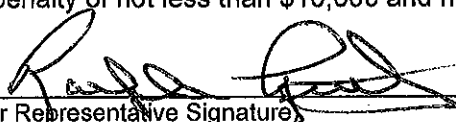
- *Temporary Assistance to Needy Families under Title IV-A
- *Child Support Enforcement Program under Title IV-D
- *Social Services Block Grant Program under Title XX
- *Medicaid Program under Title XIX
- *Community Services Block Grant under Title VI
- *Child Care Development Block Grant under Title IV

Contract Period: Date of Governor & Council approval through June 30, 2010

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-1.)
- (3) The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.


 (Contractor Representative Signature)

Ralph Littlefield, Executive Director
 (Authorized Contractor Representative Name & Title)

Community Action Program
 Belknap-Merrimack Counties, Inc.
 (Contractor Name)

09/01/09
 (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT F

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS


- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

 (Contractor Representative Signature)	Ralph Littlefield, Executive Director (Authorized Contractor Representative Name & Title)
Community Action Program Belknap-Merrimack Counties, Inc. (Contractor Name)	09/01/09 (Date)

NH Department of Health and Human Services

STANDARD EXHIBIT G

CERTIFICATION REGARDING
THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Contractor identified in Section 1.3 of the General Provisions agrees by signature of the Contractor's representative as identified in Sections 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this proposal (contract) the Contractor agrees to make reasonable efforts to comply with all applicable provisions of the Americans with Disabilities Act of 1990.


(Contractor Representative Signature)

Ralph Littlefield, Executive Director
(Authorized Contractor Representative Name & Title)

Community Action Program
Belknap-Merrimack Counties, Inc.
(Contractor Name)

09/01/09
(Date)

NH Department of Health and Human Services

STANDARD EXHIBIT H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor identified in Section 1.3 of the General Provisions agrees, by signature of the Contractor's representative as identified in Section 1.11 and 1.12 of the General Provisions, to execute the following certification:

1. By signing and submitting this contract, the Contractor agrees to make reasonable efforts to comply with all applicable provisions of Public Law 103-227, Part C, known as the Pro-Children Act of 1994.


(Contractor Representative Signature)

Ralph Littlefield, Executive Director
(Authorized Contractor Representative Name & Title)

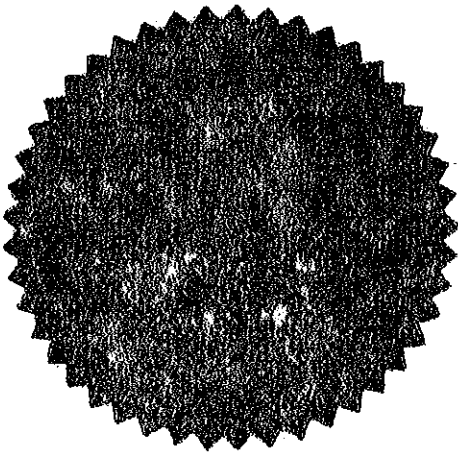
Community Action Program
Belknap-Merrimack Counties, Inc. 09/01/09
(Contractor Name) (Date)

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire nonprofit corporation formed May 28, 1965. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 1st day of April, A.D. 2008

A handwritten signature in cursive script, appearing to read "William M. Gardner", written in dark ink.

William M. Gardner
Secretary of State

Corporation Division

Search
 By Business Name
 By Business ID
 By Registered Agent
 Annual Report
 File Online

Date: 2/19/2009

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC.	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	63021
Status:	Good Standing
Entity Creation Date:	5/28/1965
Principal Office Address:	2 Industrial Park Drive Concord NH 03301
Principal Mailing Address:	PO Box 1016 Concord NH 03302
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/27/2005
Last Annual Report Filed:	2005

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Community Action Program Belknap-Merrimack Counties, Inc.
(Name of Corporation)

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting of
Board of Directors Community Action Program
(Name of Governing Board) of Belknap-Merrimack Counties, Inc.
(Name of Corporation)

on 6/11/09 which was duly called at which a
quorum was (See attached)

present:

"On motion duly made and seconded, it was voted to authorize the
Executive Director, to accept grants and awards and enter into contracts,
and contract amendments from time to time with the Bureau of Elderly and Adult Services
to sign and otherwise fully execute such acceptances and contracts, and contract
amendments or modifications thereto, and any related documents requested by the Bureau
of Elderly and Adult Services; this authorization to continue until revoked by vote of this
governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or
modified.

I further certify that (Name of corporate official signing the acceptance or contract)

Ralph Littlefield is the duly elected (Title) Executive Director of
this corporation and is still qualified and serving in such capacity.

September 1, 2009
(Date)

Dennis T. Martus
Secretary

(Imprint seal of corporation. If none, write: "No corporate seal.")

STATE OF NEW HAMPSHIRE

COUNTY OF MERRIMACK

On September 1, 20⁰⁹, before the undersigned officer
personally appeared the person identified in the foregoing certificate, known to me (or
satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing
certificate, and acknowledged that _____ he executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.

Elaine N. Roundy
Notary Public/Justice of the Peace

Date of expiration:

ELAINE N. ROUNDY, Notary Public
My Commission Expires September 27, 2011

COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.

CORPORATE RESOLUTION

The Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. authorizes the Executive Director, Deputy Director, President, Vice-President(s) or Treasurer of the Agency to sign contracts with the State of New Hampshire, Departments of the Federal Government, and public or private nonprofit agencies *including, but not limited to the following:*

- Department of Administrative Services for food distribution programs
- Department of Education for nutrition programs
- Department of Health and Human Services
 - Bureau of Elderly and Adult Services for elderly programs
 - Bureau of Homeless and Housing Services for homeless/housing programs
 - Division of Children, Youth, and Families for child care programs
 - Division of Family Assistance for Community Services Block Grant
 - Division of Public Health Services for public health programs
- Department of Justice for child advocacy/therapy programs
- Department of Transportation-Public Transportation Bureau for transportation programs
- Public Utilities Commission for utility assistance programs
- Workforce Opportunity Council for employment and job training programs
- Department of Resources and Economic Development
- Governor's Office of Energy and Planning for Head Start, Low Income Energy Assistance, Weatherization and Block Grant programs
- New Hampshire Community Development Finance Authority
- New Hampshire Housing Finance Authority
- U. S. Department of Housing and Urban Development
- and other departments and divisions as required

This Resolution authorizes the signing of all supplementary and subsidiary documents necessary to executing the authorized contracts as well as any modifications or amendments relative to said contracts or agreements.

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on June 11, 2009, and has not been amended or revoked and remains in effect as of the date listed below.

September 1, 2009

Date



Dennis Martino
Secretary/Clerk

SEAL

ACORD**CERTIFICATE OF LIABILITY INSURANCE**CSR KS
COMMA-1DATE (MM/DD/YYYY)
09/01/09**PRODUCER**

Ferdinando Insurance Assoc Inc
637 Chestnut Street
Manchester NH 03104
Phone: 603-669-3218 Fax: 603-645-4331

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Community Action Programs
Belknap-Merrimack Counties Inc
Mr. Brian Hoffman
P.O. Box 1016
Concord NH 03302

INSURERS AFFORDING COVERAGE**NAIC #**

INSURER A: Philadelphia Insurance Cos.

INSURER B: Wausau Ins Co.

INSURER C: Hanover Insurance Company

22292

INSURER D: N. H. M. M. JUA

INSURER E: Markel American Insurance

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH
POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	PHPK432469	06/17/09	06/17/10	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	Directors/Officer	PHSD408471	04/01/09	04/01/10	PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				Emp Ben. 1,000,000
A	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	PHPK432469	06/17/09	06/17/10	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
A	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	PHUB274786	06/17/09	06/17/10	AGGREGATE \$ 2,000,000
					\$
	DEDUCTIBLE				\$
	<input checked="" type="checkbox"/> RETENTION \$10,000				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	WCJZ91446010019	06/17/09	06/17/10	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 500,000
	OTHER				E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Blanket Crime	BDV1649128	03/27/09	03/27/10	Blanket \$400,000
D	Professional	NHJUA11882	12/30/08	12/30/09	Prof Liab 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Attn: Catherine Cormier; Contract Administrator

CERTIFICATE HOLDER

MERRC01

NH Dept. of Health and
Human Services. Bureau of
Elderly & Adult Services
129 Pleasant Street
Concord NH 03301-3857

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR
REPRESENTATIVES.


AUTHORIZED REPRESENTATIVE



Comprehensive General Liability Insurance & Worker's Compensation Acknowledgement Form

The New Hampshire Office of Attorney General requires that the Request for Proposal (RFP) package inform all Bidders of the State of New Hampshire's general liability insurance and worker's compensation requirements. Please complete and return this form and all required Certificate(s) of Insurance with your proposal.

Comprehensive General Liability Insurance: The limits of liability required are dependent upon your corporation's legal formation, and the annual total amount of contract work with the State of New Hampshire. Please select ONE of the three checkboxes below that best describes your corporation's legal formation and annual total amount of contract work with the State of New Hampshire.

		Select one
1	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire does <u>not</u> exceed \$500,000.	
2	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire <u>equals or exceeds</u> \$500,000.	X
3	The contractor certifies that it is NOT a 501 © (3) contractor.	
 Signature and Title and Date		Ralph Littlefield Executive Director September 1, 2009

INSURANCE REQUIREMENTS for selection # 1 – Per RSA 21-1: 13, XIV. The general liability insurance provision for standard state contracts, requires any contractor who qualifies for nonprofit status under section 501 © (3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000 to have:

- Comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

INSURANCE REQUIREMENTS for selection # 2 or # 3 – Per Agreement (P-37) General Provisions, 14.1 and 14.1.1. Insurance and Bond: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance:

- Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence. *The State of New Hampshire MAY modify these amounts upon approval of the Attorney General.*

The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

Handwritten initials and date:
R-E
9/1/09

**COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.**

(Approved by Agency Board of Directors on 02/24/05
as part of the Agency Bylaws.)

STATEMENT OF PURPOSE

The purpose the corporation includes providing assistance for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient through planning and coordinating the use of a broad range of federal, state, local, and other assistance (including private resources) related to the elimination of poverty; the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty and may help the families and individuals to achieve self-sufficiency; the maximum participation of residents of the low-income communities and members of the groups served to empower such residents and members to respond to the unique problems and needs within their communities; and to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations, individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

To the Board of Directors
Community Action Program Belknap-Merrimack Counties, Inc.
Concord, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying statements of financial position of Community Action Program Belknap-Merrimack Counties, Inc. (a New Hampshire nonprofit corporation), as of February 29, 2008 and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Organization's 2007 financial statements and, in our report dated December 12, 2007, we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 29, 2008, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2008 on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules on pages 19 through 26 are presented for purposes of additional analysis and are not a required part of the financial statements of the Agency. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Leone, McDonnell & Roberts,
Professional Association*

November 14, 2008
Pembroke, New Hampshire

STATEMENTS OF FINANCIAL POSITION
FEBRUARY 29, 2008 AND FEBRUARY 28, 2007

ASSETS

	<u>2008</u>	<u>2007</u>
CURRENT ASSETS		
Cash	\$ 773,062	\$ 614,434
Accounts receivable, trade less allowance for doubtful accounts of \$0 and \$19,000 for 2008 and 2007, respectively	2,495,769	2,935,034
Accounts receivable - Pembroke Elderly Housing	402,196	378,066
Prepaid expenses	248,791	273,148
Total current assets	<u>3,919,818</u>	<u>4,200,682</u>
PROPERTY		
Land, buildings and equipment	9,221,835	8,572,681
Construction in process	88,998	88,998
Less accumulated depreciation	<u>(4,069,025)</u>	<u>(3,667,813)</u>
Property, net	<u>5,241,808</u>	<u>4,993,866</u>
OTHER ASSETS		
Investment	33,250	32,250
Due from related party	139,441	139,441
Total other assets	<u>172,691</u>	<u>171,691</u>
TOTAL ASSETS	<u>\$ 9,334,317</u>	<u>\$ 9,366,239</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Current portion of notes payable	\$ 132,055	\$ 100,354
Accounts payable, trade	780,506	1,252,074
Accrued expenses	1,522,487	1,358,038
Refundable advances	1,169,040	872,173
Total current liabilities	3,604,088	3,582,639
NONCURRENT LIABILITIES		
Notes payable, less current portion shown above	<u>2,667,551</u>	<u>2,540,062</u>
Total liabilities	<u>6,271,639</u>	<u>6,122,701</u>
NET ASSETS		
Unrestricted	2,517,875	2,686,419
Temporarily restricted	544,803	557,119
Total net assets	<u>3,062,678</u>	<u>3,243,538</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,334,317</u>	<u>\$ 9,366,239</u>

See Notes to Financial Statements.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED FEBRUARY 29, 2008
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 28, 2007**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2008 Total</u>	<u>2007 Total</u>
REVENUES AND OTHER SUPPORT				
Grant awards	\$ 16,206,934		\$ 16,206,934	\$ 15,380,154
Other funds	3,305,076	\$ 2,358,508	5,663,584	5,451,512
In-kind	1,459,329		1,459,329	1,328,439
United Way	193,217		193,217	199,200
Total revenues and other support	21,164,556	2,358,508	23,523,064	22,359,305
NET ASSETS RELEASED FROM RESTRICTIONS	<u>2,370,824</u>	<u>(2,370,824)</u>		
Total	<u>23,535,380</u>	<u>(12,316)</u>	<u>23,523,064</u>	<u>22,359,305</u>
EXPENSES				
Compensation	7,533,140		7,533,140	7,038,899
Payroll taxes and benefits	2,058,879		2,058,879	2,120,077
Travel	285,901		285,901	280,479
Occupancy	862,913		862,913	784,627
Program services	9,016,056		9,016,056	8,553,433
Other costs	1,910,749		1,910,749	2,062,031
Depreciation	576,957		576,957	526,714
In-Kind	1,459,329		1,459,329	1,328,439
Total expenses	<u>23,703,924</u>		<u>23,703,924</u>	<u>22,694,699</u>
CHANGES IN NET ASSETS	(168,544)	(12,316)	(180,860)	(335,394)
NET ASSETS - BEGINNING OF YEAR	<u>2,686,419</u>	<u>557,119</u>	<u>3,243,538</u>	<u>3,578,932</u>
NET ASSETS - END OF YEAR	<u>\$ 2,517,875</u>	<u>\$ 544,803</u>	<u>\$ 3,062,678</u>	<u>\$ 3,243,538</u>

See Notes to Financial Statements

**COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.**

BOARD OF DIRECTORS

Sara A. Lewko, **President**
Human Resources Coordinator
Merrimack County Admin. Building
4 Court Street
Concord, NH 03301-4306
228-0331 (work)
228-5585 (direct fax)

Charles Russell, Esq., **Vice-President**
P.O. Box 2124
Concord, NH 03302-2124
225-3185 (work) / 225-3166 (fax)
Charles-a-russell@verizon.net

Dennis Martino, **Secretary-Clerk**
4 Pinewood Drive
Contoocook, NH 03229
271-2793 (work) / 746-7506 (home)

Marilyn Ross, **Treasurer**
411 Grandview Road
Pembroke, NH 03275
485-3474 (home)

Heather Brown
90 Main Street, Apt. 2
Pittsfield, NH 03263
848-9660

Kathleen Crane
121 Prospect Street
Franklin, NH 03235
621-3456 (work)
934-7039 (home)

Philip Daigneault
Belknap Cty. Commissioners Office
34 County Drive
Laconia, NH 03246
527-5400 (work)
527-5409 (fax)

Deborah LaPierre
270 South Main Street
Franklin, NH 03235
934-1956 (home)

John Hoar
74 Fairfield Drive
Concord, NH 03301
219-0779

Wanda Bourgeois
15 Hutchinson Street
Franklin, NH 03235
455-3557

Karen Painter
25 Old Wolfeboro Road
Alton, NH 03809
875-6252 (home)
934-2541 (work)

Theresa M. Cromwell
2 Sandogardy Pond Road
Northfield, NH 03276
856-6649

Kristen Hewey
78 Broadway Street
Concord, NH 03301
219-1345

**AMERICAN
RECOVERY AND
REINVESTMENT ACT
OF 2009**

Personnel Form - Program Personnel Costs Budget By Service	
Agency Name	Community Action Program Belknap-Merrimack Counties, Inc.
Program Service Name	Home-Delivered Nutrition Services

SFY 2010 7/1/09 - 6/30/10		
Position Title	Total Annual Salary	Dollars Budgeted to BEAS ARRA Nutrition Program

Key Administrative Staff		
Program Director	64,344	0
Assistant Director	44,757	0
Food Service Director	38,376	0
Billing Manager	35,650	0
Key Program Staff		
Center Managers (11)	278,161	0
Food Service Assistants (2)	8,614	0
Cooks (3)	71,371	0
Kitchen Aides (2)	16,057	0
Dishwasher (1)	11,510	0
Meals-on-Wheels Drivers (26)	171,158	0
Truck Drivers (2)	41,461	0
Janitor (1)	11,232	0
Substitute Meals-on-Wheels Drivers	17,295	0
Total Personnel Costs	\$ 809,986	0

R.R.
9/1/09

**AMERICAN RECOVERY AND
REINVESTMENT ACT OF 2009**

Program Budget Form - Program Costs & Revenues Budget By Service		
Agency Name	Community Action Program Belknap-Merrimack Counties, Inc.	
Program Service Name	Home-Delivered Nutrition Services	
Program Component	FTE	SFY 2010 10/7/09 - 6/30/10 Amount
COSTS		
Salaries & Benefits		
Personnel Salaries	\$ -	\$ -
Fringe Benefits & Payroll Taxes		
Subtotal Salaries & Benefits		
Other Direct Costs		
Food		28,781.20
Subcontracts		
Other		
Subtotal Other Direct Costs		28,781.20
Occupancy		
Subtotal Program Costs		
Agency Admin. Support		
TOTAL PROGRAM COSTS		28,781.20
REVENUES		
Federal ARRA Revenues		
American Recovery and Reinvestment Act of 2009 (ARRA)		28,781.20
Total ARRA Revenues		28,781.20
15% Match Requirement		4,318.00
TOTAL PROGRAM REVENUES		
15% ARRA MATCHING REQUIREMENT	Sources and amounts of the non-federal 15% match requirement.	
Donations		4,318.00
TOTAL # ARRA FUNDED MEALS		5,410

PR
9/1/09

PAMELA JOLIVETTE

354 Mountain Road, Concord, NH 03301

603.224.8048

pamjolivette@msn.com

EMPLOYMENT HISTORY

NUTRITION AND ELDER SERVICES, PROGRAM DIRECTOR

8/97 — Present

Community Action Program Belknap-Merrimack Counties, Inc.

PO Box 1016, Concord, NH 03302-1016

Director of Elder Service Programs for a 2 county region offering community based resources for older adults. Included are senior meals, both home delivered and community dining; 8 multi-purpose senior center; a demand/response transportation system for seniors and disabled adults; resident services at an 84 unit senior housing facility and Merrimack County ServiceLink, and information and supported referral program. Seniors served exceed 4,000 on an annual basis.

Financial Management of a 2.2 million dollar departmental budget. Diverse local, state and federal revenue sources include Older American Act funds, Title XX, Medicaid, State, County and Town funds, United Way, Client Donations and Private sector funds. Responsibilities include grant applications, contract management, data processing and financial reporting.

Department Personnel consist of 85 full and part-time staff. Over 430 volunteers donate 26,000 hours annually. Professional development initiatives, strategic planning and recognition continue to result in substantial service expansion and minimal staff turnover.

Planning and Development projects include the transition of eight senior nutrition sites into multipurpose senior centers, expansion of a two county senior transit system, development of Merrimack County ServiceLink, soon to become a NH Aging and Disability Resource Center; created the resident service program and resource center at Horseshoe Pond Place, an independent senior housing facility; raised funding for a volunteer transportation program; established 6 Advisory Councils to support the above programs; obtained local dollars to supplement these initiatives.

Agency representative to home and community based long term care steering committees and advisory boards. Carried out significant work with the NH Legislature to increase funding levels for elder services over a 20 year period.

As President of NH Coalition of Aging Services initiated strategic planning which led to the broadening of our mission, development of a system to track statewide service data and an annual meeting that highlights the Older American Act with guests from Washington DC.

SENIOR COMPANION / SENIOR EMPLOYMENT, PROGRAM DIRECTOR

12/84 — 8/97

Community Action Program Belknap-Merrimack Counties, Inc.

PO Box 1016, Concord, NH 03302-1016

Annual submission of budget and grant applications to Federal and State funding sources. Responsible for monitoring budget and completion of annual reports.

Raised on-going local support from \$12,000 to \$95,000 from United Way, County and State Government. Obtained foundation dollars for equipment, marketing and funding development activities.

Expanded Senior Companion Project from three to six county area. Special projects involved caregiver support, substance abuse and mental health initiatives. Expanded Senior Employment Program to include vocational assessments and employment in private industry.

Supervised project staff who carried out coordination activities for 70 Senior Companies, 60 Senior Employment participants and agreements with 125 agencies.

Expanded statewide Advisory Council to strengthen program initiatives. Active committees carried out marketing, fundraising and evaluation functions.

GERIATRIC CASE MANAGER*Region IV Area Agency**44 Warren Street, Concord, NH 03301*

7/82 — 3/84

Case Manager for geriatric clients within the developmental service system in Merrimacl County. Responsible for completion of individual assessments and obtaining supportive services. Ongoing advocacy and monitoring of activities. Assisted housing department with developing residential options as individuals were moved from institutions to the community.

SUPPORT SERVICES DIRECTOR*Twin Rivers Counseling Center**Franklin, NH 03235*

6/80 — 7/82

Coordinator for pilot projects in New Hampshire which provided training and support services for developmentally disabled adults. Implemented program to increase independence in the home, community and work setting.

PROGRAM DIRECTOR*Lamoille County Mental Health**Morrisville, VT*

3/76 — 4/79

Developed and managed the service delivery for developmentally disabled persons over a four year period within the Community Mental Health clinic in Vermont. Services included case management, day treatment, school consultation, family support and paralegal services to assure client rights.

CURRENT PROFESSIONAL ASSOCIATIONS

President, New Hampshire Association of Aging Services

CONFR, Continuing Education in Fund Raising

New Hampshire Transit Association

Advisory Council for the New Hampshire Aging and Disability Resource Centers

National Associations of Nutrition and Aging Service Providers

National Council on the Aging

EDUCATION AND TRAINING

M.Ed, Counseling Psychology

University of New Hampshire, Durham, NH 1997

Post-Graduate Study:

Grant Writing, Johnson State College

School of Social Work, University of Connecticut

Social Gerontology & Women's Issues

BA Degree, Psychology

Johnson State College, Johnson, VT 1975

KRISTEN A. BREGLER, MS

70 South Bow Road

Hooksett, NH 03106

(603) 210-1848

OBJECTIVE: Senior management position where over 16 years of human services experience will add value to the lives of individuals with social issues and enhance agency operations for more progressive service delivery.

PROFESSIONAL DEVELOPMENT:

- 3/08 – PRESENT** **Community Action Program Belknap-Merrimack Counties, Inc.** Concord, NH
Assistant Director
- Provide oversight to 9 senior management directors in their management of eight senior centers, and one senior resource center. Coordinates site level implementation of agency/program policies and procedures, outreach plans, and social service activities. Under the direction of the Elder Services director, monitor senior center programming including wellness initiatives, health promotion activities, educational seminars, computer programming, arts and humanities, congregate dining, Rural Transportation Services, and Meals-on-Wheels.
 - Assist site staff in implementation of continued compliance with agency and program policies and procedures. Assist site managers in development and implementation of outreach and public relation plans, volunteer networks, and site advisory councils.
 - Coordinate staff development trainings for senior center directors and their staff.
 - Assist with development activities to include wellness programs, United Way applications and other local fundraising initiatives.
 - Participate in elder service provider meetings; NH Association of Senior Centers, area committees on aging, falls prevention committee, and wellness festivals.
- 11/03 – 2/08** **Systems Change Consultant** Manchester, NH
- Provide self-determination life-planning consultation services including social work, program development, case management, educational planning, behavioral support planning/evaluation, career development, and futures planning with individuals with developmental disabilities, mental health issues and chronic illness through a consumer directed approach. Service delivery focuses on home and community based care, goal attainment pertaining to health care delivery choices, benefits' support, community engagement/independent living, transition from school to employment/post secondary education, and career development instruction and placement, employment marketing.
 - Developed, wrote, and implemented New Hampshire's first independent employment/career development proposal creating an option for adults with developmental disabilities to attain professional career development opportunities outside the traditional vocational service system.
- 9/06 - 10/07** **The ALS Association Northern New England Chapter** Concord, NH
Director of Patient Services
- Promoted patient and family satisfaction through coordination and continuity of care. Developed programs and managed community resources to facilitate the uniform delivery of high quality patient services to persons living with amyotrophic lateral sclerosis in New Hampshire, Maine and Vermont. Implemented clinical social work interventions with patients and their families to maximize emotional, social and physical well-being and promote responsive health care services. Supported patients and their families with Medicare and third party billing for equipment and medicinal needs. Developed and managed strategic plan goals, objectives and performance outcome measurements. Coordinated organization's data processes and reports. Co-authored grant applications. Supervised 2 patient services staff and co-supervised office administrator.

- Collaborated and participated as a team member with the department of neurology and the multidisciplinary team in the ALS clinic of Dartmouth Hitchcock Medical Center for patients' comprehensive health care management. Co-coordinated rehabilitation therapist clinical support for patients. Facilitated community collaborative working relationships to reduce service fragmentation and duplicity of efforts that impact patient care service delivery. Executed public relations plans for NH, ME and VT. Conducted continuous quality management practices to enhance existing patient care services. Co-facilitated staff development and patient education presentations. Developed, managed and facilitated support groups for patients, family members and health care professionals. Recruited, trained and provided supervision to volunteer pool.

2/00 – 11/03

**Department of Health and Human Services
Bureau of Developmental Services**

Concord, NH

State Family Support Coordinator

- Accredited area agencies by monitoring statewide quality assurance standards for home and community based care. Reviewed individualized treatment plans and/or service agreements and provided improvement strategies to increase the effectiveness of service provision.
- Developed policies and wrote and revised administrative state rules included defining eligibility for the service, the components of the service and outlining service agreement requirements for family support and respite care. Developed administrative state rules for the in-home supports program.
- Co-coordinated trainings for a first in the nation, statewide home and community based care waiver for children with developmental disabilities requiring significant in home supports to maintain daily living in their residences.
- Participated on the Children's Care Management Collaborative with constituents from other human service agencies providing services to families with multiple needs to determine systemic service fragmentation and collaborate on best practices improvement strategies.
- Managed a statewide annual Family Support Conference, for over 600 attendees in partnership with a committee of family members with children with developmental disabilities, mental health issues, chronic illness and acquired brain disorders. Supervised 2 co-coordinators and 2 office support staff.
- Provided quality assurance oversight to all family support programs in the state.
- Provided statewide information, technical assistance, referral resources, and training opportunities to families and regional family support staff.
- Coordinated State Family Support Council meetings. Provided technical assistance and consultation to regional family support councils. Developed and updated resources and materials to support Council operations. Assessed the progress of regional council's family support strategic plans and partnered to develop outcomes. Organized and implemented an annual Family Support Council retreat for strategic planning goals.
- Participated in the performance measurement outcome process of the national Office of Special Education Statewide Self Assessment of New Hampshire's Special Education Programs and Family-Centered Early Supports and Services. Served as Group Leader of two committees, Family-Centered Services and Parent Involvement and co-authored summary of findings for submission to the United States Office of Special Education Programs.

5/99 – 10/99

Area Agency For Developmental Services Of Greater Nashua

Family Support Director

- Managed all operations of the Family Support Program for home and community based care for families with children and adults with developmental disabilities, mental health issues, chronic illness and acquired brain disorders. Supervised all departmental personnel, 5 full time staff and 75 part time staff. Evaluated performance outcomes of treatment plans/service agreements.
- Prepared and monitored the strategic planning for all the services of Family Support. Developed and implemented services (for over 500 families) including home-based family support, In-Home Supports for individuals and/or parents with significant mental health or

behavioral issues, Respite, Behavioral Consultations, Case Management, Emergency Out-Of-Home Care for families in crisis, Parent to Parent, Community Resources, School Liaison Supports, Camp, Siblings, Respite, Newsletter Publications and Information and Referral. Facilitated support groups for varying diagnoses. Prepared and monitored the budgets of all Medicaid funded programs as well as the overall Family Support state dollar budget.

1/99 - 5/99

Coordinator of In-Home Supports and Respite Care Services

- Created first In-Home Supports Program for developmental services in the state emphasizing individuals and family choice, control and involvement in all aspects of service planning. Responsible for the coordination of in-home support services to individuals and families requiring intense behavioral and/or mental health related supports in order to remain at home and in their community. Services included case management, treatment plan implementation, home visits, individualized budgets, behavioral consultation, respite, personal care and home/vehicle modifications. Hired and supervised 12 part-time staff.
- Coordinated behavioral consultations with six Behavior Specialists. Produced and monitored Behavior Consultation Grant. Developed and managed in-home behavioral support programs. Prepared, oversaw, and implemented extensive behavioral training for in-home support providers including Gentle Teaching Applied Behavioral Analysis and Discreet Trials.
- Promoted to Family Support Director in 5/99.

6/97 - 4/99

Respite Care Coordinator

- Coordinated respite care and family support services for over 500 individuals and families. Hired and supervised 2 full time staff and 75 respite providers.
- Coordinated the Intensive Family Support Services Program; developed in-home behavioral support programs.
- Created the S.A.F.E. program; supporting individuals at risk of abuse and/or neglect with temporary emergency services.
- Provided service coordination for Community Care Medicaid Waiver respite.
- Member of the state's In-Home Supports Legislative Committee, the Autism Coalition, the Self-Determination Committee, the Direct Care Conference Committee and the Foster Care Task Force.
- Promoted to Coordinator of In-Home Supports and Respite Care in 1/99.

11/96 - 6/97

Assistant Respite Care Coordinator

- Provided respite services and facilitated community integration for individuals with developmental disabilities. Coordinated daily living skills goals and implementation of treatment plans/service agreements and provided Gentle Teaching and Applied Behavioral Analysis behavioral supports.
- Coordinated community presentations to recruit direct care staff. Arranged and supervised training of 75 part-time staff. Oversaw payroll process. Completed Medicaid paperwork for Community Care Waiver respite recipients.
- Assisted with the redetermination of eligibility process for individuals' ages three to twenty-one.
- Editor for Connections; the agency newsletter.
- Promoted to Respite Care Coordinator in 6/97.

10/93 - 1/96

The Plus Company, Inc.

Nashua, NH

Co Director/ Job Developer/Software Applications Instructor

- Coordinated programming and computer instruction to adults with developmental disabilities, mental health issues, chronic illness and acquired brain disorders through a New Hampshire Job Training Council contract. Developed curriculum, wrote and implemented vocational and behavioral support goals for individual service plans, instructed on job readiness orientation, resume/references preparation, the interview process, and arranged placements for job shadowing, internships, and employment.
- Supervised and provided quality assurance of a 15-person data entry operation for Chase Manhattan Bank of New York City.

05/93 – 6/95

The Nashua Youth Council

Nashua, NH

Senior Intake Counselor

- Youth Attender Program; crisis intervention for juvenile criminal offenders with emotional issues at risk of becoming incarcerated as adults. Provided in conjunction with area police departments. Conducted intake of parents/guardians to make recommendations for mental health services. Supervised Junior Intake Counselor. CPI certified.

**COMMUNITY
INVOLVEMENT:**

04/06 – 10/07

Early Education And Intervention Network Of NH

Concord, NH

Board of Directors/Training and Education Subcommittee Member

- Statewide group comprised of professionals and families involved with infants and young children birth to six years with developmental delays and social emotional issues. Participated in a collaborative forum for identifying issues and determining best practices in early childhood/special education. Networking, training, and public education via conferences, forums, roundtables, news, and special projects to promote best practices in early intervention and early childhood/special education.

EDUCATION:

8/04 – 5/06

Springfield College Of Human Services

Manchester, NH

Masters of Science in Nonprofit Management

GPA: 4.0, Summa Cum Laude

8/91 – 6/93

Castleton State College

Castleton, VT

Bachelor of Arts in Sociology

Minor in Psychology with Social Work Concentration

GPA: 3.8, Cum Laude

8/89 – 6/91

Franklin College

Franklin, IND.

Karen Heyes
618 Altonwoods Drive
Concord, New Hampshire 03301
W-(603) 225-3295
H-(603) 715-2513

Education

Franklin High School – 1978 Graduate
Applied Food Service Sanitation – 1980
University of Florida Dietary Managers Course – 1989
Serve Safe Certified – 2004

Awards Received

Massachusetts Long-Term Care Foundation
New England Food Fair Winner, 1st in State – 1987
New Hampshire Dietary Manager's Achievement – 2000 & 2001

Work Experience

1999-Present Community Action Program Belknap-Merrimack Counties, Inc.
2 Industrial Park Drive, Concord, New Hampshire 03301

Food Service Director
Nutrition and Elder Services Program

Oversees food service operation in Belknap and Merrimack Counties.

1985-1999 Mountain Ridge Center
7 Baldwin Street, Franklin, New Hampshire 03235

Cook/Baker

Hired as a cook/baker for the 10-5 shift in this brand new 86 bed facility.
Approximately one year later, I became the full-time day cook and the following year was promoted to the food service supervisor position.

In 1988 I helped plan and organize the dietary department at the new Mountain Crest Retirement Community. During the opening of the Crest, I was responsible for both dietary departments until Mountain Crest was able to function on its own and had hired a full-time cook/supervisor.

1990-1992 Abel's Restaurant, Bristol Square
Bristol, New Hampshire 03222

Cook-Part Time

Had accepted a part-time position as a chef at Abel's for the work experience that I needed to advance in the dietary field. I was the only cook on Sunday-Tuesday nights and also did the ordering for the week. Wendy Rowbotham can be the reference for the job as the business has been sold.

1975-1976 Peabody Nursing Home/Retirement
Peabody Place, Franklin, New Hampshire 03235

Part-time Cook and Diet Aide

Worked part-time as cook and diet aide while attending High School. Upon graduation, advanced to full-time cook. In the latter part of 1978 was promoted to cook/supervisor of the dietary department.

Other Related Experience

Catered many weddings, house parties, Rotary Club suppers, Elks Club function, Chamber of Commerce meetings and Franklin Savings Bank functions. While working at a McKerley-owned facility, I was asked to do the private parties for Forest McKerley at his home, Secure Care functions, open houses for Pleasant View Retirement and Health Care Centers, Mountain Crest and Mountain Ridge. I have also traveled to other previously-owned McKerley facilities to help with awards banquets.

Professional Membership

Served on Franklin Visiting Nurses Board of Directors – 4 Terms
Hill PTO – Treasurer-6 years.

Member of the NH Dietary Managers Association since 1989 – currently elected to President for State Board.

Preceptor for two students while they were taking the University of Florida's Dietary Manager Course. During my membership I have attended the majority of meetings and have had the opportunity to attend national week long seminars.

Served as a Director-at-Large on the National Dietary Manager Association 2000-2002.

Hobbies

My hobbies and interests are gardening, skiing, sewing, cooking, cross stitching, planning and organizing anything!

References

See attached letters.

Wendy Rowbotham
RR 1, Box 3274
Plymouth, New Hampshire 03264 (603) 536-4114



AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Personnel Form - Program Personnel Costs Budget By Service	
Agency Name	Community Action Program Belknap-Merrimack Counties, Inc.
Program Service Name	Home-Delivered Nutrition Services

		SFY 2010 7/1/09 - 6/30/10	
Position Title	Total Annual Salary	Percentage Budgeted to BEAS ARRA Nutrition Program	Dollars Budgeted to BEAS ARRA Nutrition Program
Key Administrative Staff			
Executive Director	111,000	0	0
Deputy Director	99,279	0	0
Program Director	64,344	0	0
Food Service Director			
Billing Manager	38,376	0	0
	35,650	0	0
Key Program Staff			
Center Managers(11)	278,161	0	0
Food service Assistants (2)	8,614	0	0
Cooks (3)	71,371	0	0
Kitchen Aides (2)	16,057	0	0
Dishwasher (1)	11,510	0	0
Meals-on Wheels Drivers (26)	171,158	0	0
Food Delivery Drivers (2)	41,461	0	0
Janitor (1)	11,232	0	0
Substitute Meals-on Drivers	17,295	0	0
Total Personnel Costs	\$ 1,020,265	0	0



AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Personnel Form - Program Personnel Costs Budget By Service	
Agency Name	Community Action Program Belknap-Merrimack Counties, Inc.
Program Service Name	Home-Delivered Nutrition Services

SFY 2011 7/1/10 - 9/30/10			
Position Title	Total Annual Salary	Percentage Budgeted to BEAS ARRA Nutrition Program	Dollars Budgeted to BEAS ARRA Nutrition Program
Key Administrative Staff			
Executive Director	111,000	0	0
Deputy Director	99,279	0	0
Program Director	64,344	0	0
Food Service Director			
Billing Manager	38,376	0	0
Key Program Staff			
Cepter Managers (11)	278,161	0	0
Food Service Assistants (2)	8,614	0	0
Cooks (3)	71,371	0	0
Kitchen Aides (2)	16,057	0	0
Dishwasher (1)	11,510	0	0
Meals-on Wheels Drivers (26)	171,158	0	0
Food Delivery Drivers (2)	41,461	0	0
Janitor (1)	11,232	0	0
Substitute Meals-on Wheels Drivers	17,295	0	0
Total Personnel Costs	\$ 1,020,265	0	0

RALPH LITTLEFIELD

94 Lovering Road
North Hampton, New Hampshire 03862

EDUCATION

High School -- Winnacunnet High School, Graduated June 1966
College -- Keene State College, Keene, NH, Graduated May 1971
Degree -- Bachelor of Education

EMPLOYMENT

January 1980 -- Present

Community Action Program Belknap-Merrimack Counties, Inc.
Executive Director

Responsible for the general administration of the agency which is comprised of 85 major programs and has an annual budget in excess of \$37 million dollars and a staff of 410 employees.

June 1978 -- January 1980

Southwestern Community Services, Inc., Keene, New Hampshire
Deputy Director

1976 -- June 1978

Southwestern Community Services, Inc., Keene, New Hampshire
Head Start Director

1974 -- 1975

Southwestern Community Services, Inc., Keene, New Hampshire
Program Coordinator-Food Stamp Program, Green Thumb Project,
Nutrition West

1974 -- Head Counselor, Summer Neighborhood Youth Corps

1972 -- Assistant Head Start Director, Cheshire County Head Start
Claremont, New Hampshire

June 1971 -- General Services Director

BRIAN F. HOFFMAN
7 ELK DRIVE
BEDFORD, NEW HAMPSHIRE 03110

603-472-5316

WORK EXPERIENCE

1981 – Present

DEPUTY DIRECTOR/FISCAL OFFICER

Community Action Program Belknap-Merrimack Counties, Inc.
P.O. Box 1016, Concord, NH 03302-1016

General supervision and direction of program directors and assists with planning, coordination and implementation of all agency services. Responsible for the financial operation of the Fiscal Department, the programs and the agency.

1978-1981

COMMUNITY SERVICES ADMINISTRATOR

Southern New Hampshire Services, Inc.
P.O. Box 5040, Manchester, NH 03108

1976-1978

DIRECTOR OF ELDERLY AFFAIRS

Southern New Hampshire Services, Inc.

1974-1976

ASSISTANT DIRECTOR OF ELDERLY AFFAIRS

Southern New Hampshire Services, Inc.

EDUCATION

University of New Hampshire
Durham, New Hampshire
Bachelor of Science
Recreation and Parks Administration – 1974

References available upon request.

Pamela Jolivette
38 Pine Acres Road
Concord, New Hampshire 03301
Home: 603-224-8048
Office: 603-225-3295

EMPLOYMENT HISTORY

Nutrition and Elder Services, Program Director

8/97 – Present

Community Action Program Belknap-Merrimack Counties, Inc.
P.O. Box 1016
Concord, NH 03302-1016

- ♦ Management of elder services program that provides supportive services to older adults within three respective areas, Senior Meals, both home-delivered and congregate dining; the Senior Center Program; and Senior Transportation Program. These programs serve over 3,400 seniors annually throughout a two county area.
- ♦ Oversight of supportive, educational, nutritional and recreational activities for Horseshoe Pond Place, a 77 unit senior housing facility.
- ♦ Agency liaison to various home and community based long term care steering committees and advocacy groups.
- ♦ Management of budgets, grant applications, data processing and financial reporting for this 1.8 million dollar program

Senior Companion/Senior Employment, Program Director

12/84 – 8/97

Community Action Program Belknap-Merrimack Counties, Inc.
P.O. Box 1016
Concord, NH 03302-1016

- ♦ Budget Management: Annual submission of budget and grant applications to Federal and State funding sources. Responsible for monitoring budget and completion of financial reports.
- ♦ Fundraising/Grant Writing: Raised on-going local support from \$12,000 to \$95,000 from United Ways, County and State Government. Obtained Trust and Foundation for equipment, marketing, and funding development activities.
- ♦ Program Development: Expanded Senior Companion Program project from three to six county area. Special projects include Alzheimer's, Substance Abuse, Isolation and Depression. Expanded Employment Program to include vocational assessments, service plans and employment in private industry.
- ♦ Personnel Management: Supervise Project staff who coordinate 70 Senior Companions, 60 Senior Employment Participants. Oversee agreements with 125 local agencies.
- ♦ Marketing: Supervise ongoing public awareness activities including marketing plan, media support and marketing materials.
- ♦ Advisory Council/Agency Board Involvement: Report to Board and Council on program and fiscal activities. Encourage active involvement to include committee participation and Long Range Planning.

Geriatric Case Manager

7/82 – 3/84

Region IV Area Agency
44 Warren Street
Concord, New Hampshire 03301

- ♦ Case Manager for geriatric clients within the developmental service system in Merrimack County. Responsible for completion of individual assessments and obtaining supportive services. Ongoing advocacy and monitoring of activities.

Outreach Coordinator

8/81 – 7/82

Twin Rivers Counseling Center
Franklin, New Hampshire 03235

- ♦ Coordinator for pilot project in rural New Hampshire which provided training and support services to individuals residing in shared homes. Position entailed assessing needs and obtaining community resources.

Support Services Director

6/80 – 8/81

Bancroft Products, Inc.
Concord, New Hampshire 03301

- ♦ Developed and implemented programs to increase the personal independence of clients in the home, community and work setting.

Program Director

3/76 – 4/79

Lamoille County Mental Health
Morrisville, Vermont

- ♦ Developed and managed the service delivery for developmentally disabled persons over a four year period within the Community Mental Health clinic in Vermont. Monitored the budget for the above program and accessed funding for additional services. Services included case management, day treatment, school consultation, family support and paralegal services to assure client rights.

EDUCATION AND TRAINING

M.Ed, Counseling Psychology, University of New Hampshire, Durham, New Hampshire 1997

Post-graduate Study: Johnson State College, Grant Writing.
 University of Connecticut, School of Social Work,
 Social Gerontology and Women's Issues

B.A. Degree, Psychology, Johnson State College, Johnson, Vermont: May 1975

